

California Energy Commission



CLASSIFICATION: Energy Commission Specialist II (Efficiency)
(May also consider Energy Commission Specialist I (Efficiency))

TENURE: Permanent

TIME BASE: Full Time

SALARY: ECS II - \$5309 – \$6596
ECS I - \$4833 - \$6006

LOCATION: Efficiency Division
Local Assistance and Financing Office, Sacramento, CA

FINAL FILING DATE: Until Filled

The California Energy Commission's Local Assistance and Financing Office is looking for a dynamic and highly motivated individual who is interested in helping Californians continue to have energy choices that are affordable, reliable, and environmentally acceptable. If you are looking to work for an organization that encourages creativity and supports a cooperative work environment, look no further. If you have excellent interpersonal, organizational and project management skills as well as excellent written and oral presentation skills, we encourage you to apply.

The Commission is a diverse, family-friendly organization. We are conveniently located at 1516 9th Street. For your convenience, monthly parking is available as well as quick access to Sacramento Rapid Transit (Light Rail).

The full duty statement is available at <http://www.energy.ca.gov/careers/jobs.html>

DUTIES/RESPONSIBILITIES: The Energy Commission Specialist II (EFF) serves as prime resources and innovator in energy-related subjects which are the most sensitive and complex due to the rapid development in the subject area, extremely high legislative and media attention and multi-state impact. Responsibilities include, but are not limited, to the following:

- Serve as a prime resource and program lead for one of the Proposition 39 Implementation Programs including review and approval of applications for the most complex Energy Project Expenditure Plans, managing the most complex ECAA-Education loans and/or Bright Schools Program technical assistance grant projects. Provide program guidance and policy recommendations pertaining to energy efficiency and renewable energy project financing for local education agencies. Provide expert consultation and guidance to project managers and Energy Commission management to resolve unique and complex issues associated with the Proposition 39 Implementation Program. Interact with other Commission divisions and offices (e.g. Administrative Services Division, Office of the Chief Counsel) to establish and maintain appropriate interdivisional coordination to ensure successful program delivery and implementation including adherence to legal and contractual requirements.

- Conduct project development for the various technical assistance and loan financing programs under the BSP and ECAA education subaccount. Conduct scoping visits and project site assessments. Identify energy saving and renewable energy opportunities within the public sector. Calculate, analyze, and confirm energy saving estimates. Review and approve consultant reports/analyses for accuracy and completeness related to projects under the various technical assistance and loan programs.
- Manage complex contracts, grants and loans related to local education agency and community college energy efficiency and renewable energy projects.
- Provide expert consultation, recommendations, guidance, updates and outreach on funding and economic issues pertaining to California's Proposition 39 Implementation Program to the Energy Commission management, staff, Commissioners, Legislature, other states, the Citizens Oversight Board, program participants, contractors, and members of the public.
- Perform other duties as required consistent with the specifications of this classification.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Excellent interpersonal skills and expected to work within a large team environment.
- Ability to communicate complicated information in a simple, consumer-friendly manner.
- Ability to coordinate interdisciplinary projects
- Strong written and verbal communication skills

WORKING CONDITIONS: Work is performed indoors in an office setting.

WHO MAY APPLY: All interested eligible persons are encouraged to apply. Interested applicants must submit a completed Standard State Application (Form STD. 678) to the address listed below. Electronic applications will not be accepted. Training and Development Assignments may be considered. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #440-275 and Position #4400-4936-013 the explanation section of the STD. 678.**

***PLEASE NOTE:** Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application may be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list.*

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

Personnel Services
Attn: RPA #440-275
1516 Ninth Street, M.S. #3
Sacramento, CA 95814
(916) 653-4521
personnelservices@energy.ca.gov

**California Relay (Telephone) Service for the
Deaf or Hearing-Impaired**
From TDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922